



Position Title: ASSISTANT CURATOR OF ADULT PROGRAMS

Reports to: Director of Museum Education

Classification: Full-Time, Exempt

The Kalamazoo Institute of Arts is a leading nonprofit art museum and school. Since 1924, the institute has offered art classes, exhibitions, lectures, events, activities and a permanent collection. The KIA's mission is to cultivate the creation and appreciation of the visual arts in West Michigan. We believe the visual arts are for everyone. They inspire, fulfill, and transform.

Summary of Position: The Kalamazoo Institute of Arts seeks an Assistant Curator of Adult Programs to create and coordinate interpretative activities and programs that serve adult and college audiences. The Assistant Curator of Adult Programs works to make KIA a center of life-long learning in the community through a wide range of programs and resources, including extending the museum's impact through collaboration and relationships with community organizations and the post-secondary academic community. The Assistant Curator of Adult Programs will be encouraged to champion experimental and innovative thinking and fresh approaches to art museum education.

Responsibilities:

- Develop learner-centered programming and materials that provide enjoyable, enriching, and thought-provoking experiences that develop participants' abilities to engage with works of art.
- Plan and coordinate weekly noon-time ARTbreak program, and monthly events like Thursday evening programs, including Unreeled Film Series, public tours, "Get the Picture" gallery discussions, and other programs and events designed to expand and diversify the museum's audience.
- Maintain and develop programs, services, and events for post-secondary students and faculty, including content for KIA collection and special exhibition tours.
- Coordinate and develop programs and services for special audiences including WMU Medical School, Connections Tours for Adults with Memory Loss, and Touch Art Tours.
- Assist with marketing plan and materials to promote college and adult programs. Provide Sightlines articles and program information for press releases.
- Develop interpretive materials for adult audiences and other special exhibition and collection-related programming and materials as needed. Assist with Docent training.
- Develop and implement program evaluation procedures. Track program attendance and provide statistics and reports to Director of Museum Education, Advancement, and other departments as requested.
- Work with Museum Education team to develop annual Museum Education budget and monitor expenses monthly. Provide information and assistance with program grants.
- Assist with High School Programs: Teen Filmmaker Festival, High School Portfolio Day, and Annual High School Area Show.
- Serve on committees as requested by Director of Museum Education. Attend department and other meetings as requested.
- Perform other duties as assigned by the Director of Museum Education.

Job Qualifications:

- Bachelor's Degree in Art History, Art Education, Museum Studies, or Fine/Studio Arts along with some knowledge of art history, museum teaching, and object interpretation strategies. Master's Degree preferred. Experience in a museum setting, gallery teaching techniques and familiarity with museum education best practices are required. Knowledge of Visual Thinking Strategies (VTS) a plus.
- Minimum of 2 years proven leadership experience in education or museum setting is required along with the strong writing, verbal, and public speaking skills needed for interacting with and providing excellent customer service to a wide range of audiences including staff, volunteers, educators, funders, sponsors, members, college and adult audiences, and other constituencies.

- Able to work independently and collaborate effectively in a team setting within the department and collaborate across the organization. Effective project and time management, organizational, teaching, and research skills are necessary.
- Demonstrated commitment to the values of diversity, inclusion, and learner-centered interpretation strategies.
- Experience working with volunteers, program and budget development, project management and planning skills along with an ability to meet deadlines are necessary.
- Proficiency in Microsoft Office Suite, social media platforms and design software is desirable.

Physical Job Requirements: While performing this job, the employee will be required to sit, stand and work, to lift up to 30 lbs occasionally, do close work with a computer monitor and perform repetitive hand movements. Employee must be able to communicate verbally.

The KIA offers a competitive salary and benefits package that includes medical, dental, life, retirement savings, and more. The KIA is an equal opportunity, equal access employer that is fully committed to diversity and inclusion in the workplace.

Please forward a resume and cover letter to jobs@kiarts.org with Assistant Curator of Adult Programs in the subject line or by mail to Kalamazoo Institute of Arts, 314 S. Park Street, Kalamazoo, MI 49007 by August 17, 2018.